**Job Title: Assistant City Attorney** 

**Department:** Legal

**Immediate** 

**Supervisor:** City Attorney

<b>Origination Date:</b>	08/02/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	611
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Provides difficult professional and administrative legal work ranging from general legal advice and counsel to City management and employees on major departmental issues and projects to assisting decision makers with the legal implications of decisions; code development or revision; negotiating, drafting, and reviewing contracts and development agreements to meet the needs and projects of various departments; representing the City in court, before boards, commissions, and administrative bodies in connection with claims or actions filed by or against the City.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides legal advice on City operations to employees and occasionally the
		City Council, and prepares legal opinions, memoranda and data for the
		guidance of the departments in the City. Attends City Council meetings or
		Boards and Commission meetings as designated to give legal advice.
		Provides legal advice regarding personnel policies, discipline, complaints,
		claims and other personnel matters. Reviews, revises, drafts and approves
		employment/personnel policies or forms when requested.
2	S	Prepares and/or reviews resolutions, motions, ordinances, and council
		agendas. Negotiates and drafts contracts, leases, development agreements,
		intergovernmental agreements, and memorandums of understanding, letters
		of intent, and conveyance documents. Reviews, revises, drafts and
		approves as to form all City contracts.

	Physical Strength Code	ESSENTIAL FUNCTIONS
3	S	Represents the City, Mayor, City Council, and City management in court, before boards, commissions and administrative bodies. Represents the City in litigation matters in assigned areas of practice and/or supervise and assist outside counsel hired to represent the City in such matters. Investigates claims and complaints by and against the City and makes or reviews findings and recommendations regarding such claims. Enforces City policies in regard to land use, water issues, nuisances, jurisdictional issues and other City interests. Represents the City in acquisition of property through negotiated purchase or condemnation proceedings. Reviews and/or drafts responses or position statements regarding EEOC claims asserted against the City. Pursues bankruptcy claims and represents the City's interest in bankruptcy court. Assists with revenue recovery. Negotiates and represents the City during discussions with third parties and regulatory agencies on a wide variety of agreements, settlements, rules and enforcement actions taken by or against the City.
4	S	Keeps abreast of current court decisions and legislation and advises relevant City departments of the effects of those decisions on the City's business. Provides input for legislative action on matters of concern to the City. Answers communications from the public relative to legal matters affecting the City. When directed, acts for the City Attorney in his/her absence. Performs other duties as assigned.
5	S	Provide legal services to City Departments, including legal advice on administrative and operational issues; conducts legal research along with reviewing recent court decisions to determine the relationship with current and/or proposed policies, procedures, , officer training, handling / disposition of evidence, etc.; recommend, draft, and/or amend revisions to policy and procedures. Monitors and provides department legal updates regarding court decisions and relevant legislation. On call 24/7 to provide legal consultation and guidance to law enforcement personnel conducting criminal investigations or making arrests including weekends and holidays.

### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Professional Engineer, Law Degree, Certified Public Accountant.
Experience	Minimum seven years experience in a related field.
Certifications and Other Requirements	Valid Operator's Driver's License, Graduate of Law School, Licensed to practice law in Arizona.
Reading	Work requires the ability to read legal statutes and ordinances, legal books, and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write legal motions, appeals, special actions, and advisory memorandums.
Managerial	Semi-Complex- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Significant- The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight; however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Has no budgetary responsibility.
Technical Skills	Comprehensive Applications- Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal / Human Relations Skills	High- Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N ⊠ R □ O □ F □ C	⊠ Making presentations     □ Observing work site     □ Observing work duties     ⊠ Communicating with     co-workers	Pushing/ Pulling	□ N 図 R □ O □ F □ C	<ul><li>☑ File drawers</li><li>☐ Equipment</li><li>☐ Tables and chairs</li><li>☐ Hoses</li></ul>
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☐ Calibrating equipment</li></ul>	Climbing	□ N ⊠ R □ O □ F □ C	⊠ Stairs     □ Ladders     ⊠ Step stools     □ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☐ Observing work site</li></ul>
Lifting	□ N ☑ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	□ N □ R ☑ O □ F □ C	☑Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	⊠ N □ R □ O □ F □ C	☐ Supplies ☐ Equipment ☐ Files	Balancing	□ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	☐ For supplies ☐ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Communicating via telephone/radio, to co-workers/public</li><li>☐ Listening to equipment</li></ul>
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O □ F □ C	<ul><li>☑ From computer to telephone</li><li>☑ Getting inside vehicle</li></ul>
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continue</b>	ed)							
Machines, Tools, Equipmen	t and Work	Aids:						
Telephone, Fax Machine, Copier								
Computer Equipment and S	Software							
Personal Computer, Printer, Word Proc		Lagal Daganga	h Migrosoft C	Affica Westle	• • • • • • • • • • • • • • • • • • • •			
reisonai Computer, rinter, word rioc	essing software	, Legai Keseaic	ii, Microsoft C	ince, wesua	w			
<b>Environmental Factors:</b>			1	<b>.</b>		T		
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature		D						
(heat, cold, extreme temp. changes f work)	rom outside	⊠						
Wetness and/or humidity		⊠						
(bodily discomfort from moisture)								
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)	×						
Noise and vibration		⊠						
(sufficient to cause hearing loss)			Ш					
Physical hazards (high voltage, dangerous machinery, aggressive								
prisoners, patients – <u>not customers</u> )	, 45510331, 0					_		
Health and Safety Condition	nc•							
Health and Safety Conditions	N = Never	R = Rarel	v = O = O	ccasionally	F=	Frequently	C =	Constantly
Treatm and Sarety Conditions	Never	Less than	•	r more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek th	e time	of	the time	t	he time
Mechanical hazards	X							
Chemical hazards	×							
Electrical hazards	X							
Fire hazards	X							
Explosives	X							
Communicable diseases	×							
Physical danger or abuse	X							
Other (specify)								
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify) Courtroom	od Centers							
<b>Protective Equipment Requ</b>	ired:							
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### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			$\boxtimes$	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment			×	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.